

REGULAR MEETING
Port of Toledo Board of Commissioners
496 NE Hwy 20, Unit #1, Toledo, OR 97391
March 20, 2018 – Tuesday, 7:00 pm

- 1) **Call to Order:** The regular meeting of the Port of Toledo Board of Commissioners was called to order at 7:00 pm by Commission President Rick Graff.
- 2) **In Attendance:** Commissioners Rick Graff, Zack Dahl, Chuck Gerttula, and Penny Ryerson. Commissioner Mike Kriz was excused. Port Staff: Manager Bud Shoemake, Assistant Port Manager Debbie Scacco, and Boatyard Operations Manager Aja Burke.
- 3) **Introduction of Visitors/Visitor Comments:** Dennis Anstine of the News Times and Richard Minudri. There were no visitor's comments.
- 4) **Approval of Minutes:** It was moved and seconded (Dahl/Gerttula) to approve the minutes of the regular Commission Meeting of February 20, 2018. Motion passed 4/0.
- 5) **Financial Report:** Assistant Port Manager Scacco reviewed office activities for the previous month. She reported that she had submitted grant reimbursement requests to Business Oregon and USDA for the Strategic Business Fund and made the final request for reimbursement from State Parks for the Depot Slough Path project. Office Specialist Robinson is building a new website for the Port. Scacco has assisted with facilities inspections and a Special Districts Association of Oregon self-assessment regarding Worker Safety. She also participated in an SDAO webinar regarding safety committees.

Scacco reviewed Boatyard Office Manager Kathy Petty's written report saying February had been a slow month, but several projects had been completed and cash flow remained positive. Petty also reported that she is researching several accounting software options.

Scacco reviewed the financial reports and answered questions posed by the Commissioners. It was moved and seconded (Gerttula/Ryerson) to pay the bills and accept the financial report. Motion passed 4/0.
- 6) **Boatyard Report:** Boatyard Operations Manager Aja Burke reported that business has picked up. She is trying to schedule two big boat haul outs a week and expects to keep all of the big boat slots filled for the next couple of months. She gave an update on ongoing and upcoming projects. Kevin Hill will be installing a kort nozzle on the FV Golden Pisces and Yaquina Boat Equipment will be doing hull repairs and engine work on a couple of fishing vessels.
- 7) **Manager's Report:** Boatyard Work Building - Port Manager Shoemake recommended awarding the contract for the Pre-Engineered Metal Building to JH Kelly. It was determined that the lowest bid was non-responsive due to their building's need of a variance of the seismic code. A Notice of Intent to Award to J.H. Kelly was sent to the bidders on March 8th and it was not protested. Manager Shoemake showed slides of the preliminary building design and answered Commissioners questions. Manager Shoemake advised that three proposals were received for the foundation design and recommended awarding to the lowest bidder, Sargent Engineering, for \$10,000. The foundation design includes a trough for sand recovery and heat coils in the floor. He advised that building assembly and construction of the foundation will be put out to bid when the foundation design is complete. Commissioner Gerttula asked if a 2nd opinion for the geotechnical specifications should be considered. Manager Shoemake responded that the geotechnical specifications will be verified by the foundation engineer.

Industrial Complex- Manager Shoemake reported that the interior improvements have been completed including refurbishing both restrooms. Staff has also completed re-siding the front of the building. The building permit for the north side of the building should be ready this week. He reported that the project remains within budget. He requested approval for two new tenants which will fill the units at the back of the building: Kevin Hill in Unit 1, and Reino's Boatworks in Unit 3.

Port Complex – The metal roof on this building is 30 years old, and some of the roof's screws and washers are failing and causing the roof to leak. The maintenance crew has been replacing the screws as necessary.

Strategic Business Plan – Manager Shoemake advised that he expects to receive the first draft of the plan this month.

Manager Shoemake reported that the Northwest Steam Society will be having their annual meet at this year's Wooden Boat Show and it is expected that 18 steam boats and several steam autos will attend. Also, a second meeting with the Toledo Chamber of Commerce is scheduled for next week to plan the Toledo Waterfront Market.

Manager Shoemake presented a slide show of recent activities including photos of:

- Interpretive sign on Depot Slough Path
- Vessels in the boatyard: Mandy J and Winona J, Donna Lou, Con Grio
- Dana Castle, lead painter with Dewart Seubert and Gary Johnson with the Miss Yvonne

8) Discussion Items: There were no discussion items.

9) Decision Items: It was moved and seconded (Gerttula/Dahl) to authorize award of the contract for the Pre-engineered metal building to J.H. Kelly. Motion passed 4/0.

It was moved and seconded (Gerttula/Ryerson) to authorize award of the contract for the foundation design/engineering for the metal work building to Sargent Engineering. Motion passed 4/0.

It was moved and seconded (Gerttula/Ryerson) to appoint Commissioner Dahl as the representative to Cascades West Area Commission on Transportation. Motion passed 4/0.

It was moved and seconded (Gerttula/Dahl) to appoint Manager Shoemake as the alternate representative to Cascades West Area Commission on Transportation. Motion passed 4/0.

It was moved and seconded (Gerttula/Ryerson) to authorize the lease of Industrial Complex, Unit 1 to Kevin Hill. Motion passed 4/0.

It was moved and seconded (Gerttula/Ryerson) to authorize the lease of Industrial Complex, Unit 3 to Reino's Boatworks. Motion passed 4/0.

It was moved and seconded (Gerttula/Ryerson) to authorize the amended Budget Calendar. Motion passed 4/0.

It was moved and seconded (Gerttula/Ryerson) to appoint Polly Chavarria, Gregg Harrison, Jim Chambers and Jim Franklin to the budget committee. Motion passed 4/0.

It was moved and seconded (Ryerson/Dahl) to appoint Manager Shoemake as Budget Officer. Motion passed 4/0.

10) Commissioner Comments: Commissioner Ryerson said she is very happy with the Industrial Complex and that the crew has done a wonderful job. She asked the Commission if they would consider starting the monthly Commission meetings at 6 pm instead of 7.

It was moved and seconded (Ryerson/Dahl) to change the Regular Commission Meeting time to 6:00 pm. Motion passed 4/0.

Commissioner Dahl said he is excited to see the new building completed and is happy with what the Port has done to help the community grow.

Commissioner Gerttula agreed with Commission Dahl, and said that he points to the boatyard whenever anyone says there is nothing going on in Toledo. He suggested looking into security cameras for the Industrial Complex. He also asked about Paddle Park usage and suggested a wetland trail through the neighboring property.

Manager Shoemake said he would check into installing cameras, that there may be enough remaining in the building renovation budget. He responded that the Paddle Park is used a lot. Commissioner Ryerson advised that she had looked into developing the wetland as a park but there is not sufficient parking.

Commissioner Graff said the Industrial Complex building looks great. He was impressed by the Maintenance crew's Port Complex roof repair. He was also impressed with the rate the boats were being hauled out, painted and are ready to launch at the boatyard.

11) Upcoming Meetings: Upcoming meetings are as noted on the agenda.

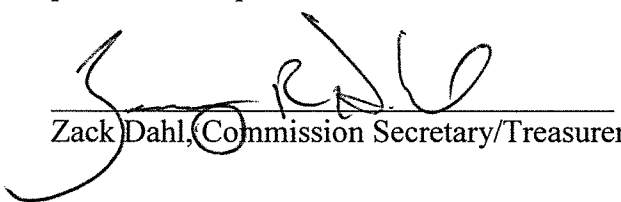
12) Recess: President Graff called a recess at 8:25 p.m.

13) Executive Session ORS 192.660(2)(a): Port of Toledo Board of Commissioners entered into Executive Session to discuss personnel at 8:30 p.m.

Commissioner Ryerson was excused at 8:45 p.m.

Session closed at 8:10 p.m. No decisions were made.

14) Adjournment: It was moved and seconded (Gerttula/Dahl) to adjourn the meeting at 9:10 p.m. Motion passed 4/0.


Zack Dahl, Commission Secretary/Treasurer